

**BY ORDER OF THE COMMANDER  
MACDILL AIR FORCE BASE**

**MACDILL AIR FORCE BASE  
INSTRUCTION 36-2800**

**15 DECEMBER 2015**

***Personnel***



**MACDILL AIR FORCE BASE  
RECOGNITION PROGRAMS (PA)**

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This instruction implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Programs*. It applies to all 6th Air Mobility Wing (6 AMW) Air Force military personnel, civilian employees (appropriated and nonappropriated fund (NAF)), and volunteers whose outstanding accomplishments merit distinction. This instruction establishes the MacDill Air Force Base (AFB) Recognition Programs and outlines procedures and responsibilities. It is designed to encourage competition, increase effectiveness, emphasize, and recognize outstanding performance, and to improve morale, welfare, and esprit de corps. It prescribes procedures for the nomination and selection process for each award. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/>. This publication may be supplemented at any level, but all direct Supplements must be routed to the OPR of this publication for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. This Instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by 10 U.S.C. Chapter 857, Decorations and Awards; as implemented by Air Force Instruction 36-2803, *The Air Force Awards and Decorations Program*; and E.O. 9397 (SSN) as amended. The applicable SORN F036 AFPC V, *Awards and Decoration* is available at: <http://dpclo.defense.gov/Privacy/SORNs.aspx>.

***SUMMARY OF CHANGES***

This document has been substantially revised and must be completely reviewed. Major changes include: The enlisted quarterly nominee packages must consist of AF Form 1206, totaling 10 bullets (5-3-2 format) for the quarterly awards and 27 bullets (17-5-5 format) for the yearly awards. The rank requirements for the enlisted boards have been changed to: board members for the Amn board will be a Staff Sergeant (SSgt) or Technical Sergeant (TSgt) and the highest ranking will be board president; for the NCO board, board members must be Master Sergeant (MSgt) or Senior Master Sergeant (SMSgt) and highest ranking will be board president; for the SNCO board, group superintendents will be board members and Command Chief will be board president. Score sheets for enlisted boards have also been updated to reflect the new score system and AF Form 1206 templates has been revised to reflect the most current bullet requirements for each category. MACD Form 31, 31, 33, 34 have been revised solely to allow for complete electronic completion to include digital signatures. Lastly, this instruction has been updated to reflect that CGO and Civilian categories are the responsibility of 6 Force Support Squadron, Commands' Secretary.

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**1. General.** Headquarters Air Force and 6 AMW policies encourage the recognition of those personnel who make significant contributions to the mission of their organization or who have specific achievements worthy of recognition. The objective of this instruction is to standardize and provide a single point of reference for the 6 AMW Amn, NCO, SNCO, and CGO of the Quarter/Year; HG member of the Quarter/Year; First Sergeant of the Year; Civilian of the Quarter/Year (Cat I, II, and III), Volunteer of the Quarter/Year; and Volunteer Coordinator of the Quarter/Year in the following award categories:

- 1.1. Amn of the Quarter/Year: E-1 through E-4;
- 1.2. NCO of the Quarter/Year: E-5 through E-6;
- 1.3. SNCO of the Quarter/Year: E-7 through E-8;
- 1.4. CGO of the Quarter/Year: O-1 through O-3;
- 1.5. HG Amn of the Quarter/Year: E-1 through E-4;
- 1.6. HG NCO of the Quarter/Year: E-5 through E-6;
- 1.7. First Sergeant of the Year; Air Force Specialty Code (AFSC) (8F000).
- 1.8. Category I Civilian of the Quarter/Year: GS-1 through GS-8, WG-1 through WG-8, WL-1 through WL-8, WS-1 through WS-3, NF-I through NF-III, NA-1 through NA-8, and CC-1 through CC-4.
- 1.9. Category II Civilian of the Quarter/Year: GS-9 through GS-12, WG-9 and above, WL-9 and above, WS-4 and above, NF-IV, NA-9 and above.
- 1.10. Category III Civilian of the Quarter/Year: GS/GM/WS 13 and above.
- 1.11. Volunteer of the Quarter/Year.
- 1.12. Volunteer Coordinator of the Quarter/Year.
- 1.13. For annual awards, the categories of Amn, NCO, SNCO and First Sergeant will meet face-to-face boards. The board president will make the determination to have a package review only after consultation with the 6 AMW Command Chief (CCC) if two or more

nominees scheduled to meet the board are deployed, on temporary duty (TDY), emergency leave, or have an approved absence.

**Note:** All absences must be cleared through leadership. The uniform for all board members and board nominees will be Service Dress. For quarterly awards the Amn, NCO, SNCO and First Sergeant Boards will be RECORDS ONLY.

1.14. All other quarterly/annual award boards to include the CGO, HG member, First Sergeant, Civilian Category I-III, Volunteer, Volunteer Coordinator, and NAF boards will be RECORDS ONLY.

## **2. Roles, Responsibilities and Procedures**

2.1. The Wing Commander (6 AMW/CC) is responsible for:

2.1.1. The wing/base recognition program and approval of winners.

2.1.2. Approval of purchases for quarterly and annual recognition plaques or mementos.

2.2. The Wing Vice Commander (6 AMW/CV) is responsible for:

2.2.1. Overseeing the CGO and Civilian recognition program.

2.2.2. Ensuring board presidents for the CGO rotate between each group.

2.2.3. Submitting the wing nomination to HQ AMC for the —AMC Outstanding CGO of the Year Award.

2.3. The Wing Command Chief (6 AMW/CCC) is responsible for:

2.3.1. Overseeing enlisted recognition programs.

2.3.2. Changing the board procedures/composition due to unique circumstances.

2.3.3. Briefing board presidents on procedures as appropriate.

2.3.4. Submitting the wing nominations to 18th Air Force (18 AF) and HQ AMC if appropriate for the —12 Outstanding Airmen of the Year Award, —USAF First Sergeant of the Year Award, and —HG Member/Team of the Year Award.

2.3.5. Provide feedback as needed/if requested to members meeting the board within five days after the results are announced.

2.4. The Command Chief Executive Assistant (6 AMW/CCCE) is responsible for:

2.4.1. Administering the recognition program.

2.4.2. Providing an annual schedule of the wing/base boards to all participating organizations on MacDill AFB by the suspense date.

2.4.3. Maintaining a list of nominees and packages on the winners for one year from the board date.

2.4.4. Selecting board dates and notifying members of the date and time in writing.

2.4.5. Preparing and distributing the nomination packages to the board members no later than three duty days prior to the board date.

2.4.6. Sending invitations to sponsors of the base recognition program and collecting RSVPs.

2.4.7. Ensuring appropriate award elements are prepared (i.e., plaques, mementos, etc.).

2.4.8. Working with the MacDill Network 5/6 President to ensure recognition events are accomplished.

2.4.9. Obtaining wing quarterly award plaques/mementos, etc.

2.4.10. Forwarding the complete recommendation package to 6 AMW/CCC and 6 AMW/CC for approval. Recommendation packages will include overall recommendation letter and applicable attachments.

2.5. The Group Commanders and Director of Staff are responsible for:

2.5.1. Providing board members as requested by the 6 AMW/CCC/CCCE and by the CGO board president appointed by 6 AMW/CV.

2.5.2. Providing replacement board members if selected members become unavailable.

2.5.3. Establishing nomination procedures to select deserving personnel assigned.

2.5.4. Ensuring all nominees are notified of their selection to meet the Wing Recognition Boards.

2.5.5. Ensuring Amn, NCO, SNCO, and CGO nominees meet the requirement of Air Force Instruction (AFI) 36-2905, *Fitness Program*. Member must have a composite score of 75 or greater. Member must not have an Unfavorable Information File (UIF) or be on a control roster. They must present a professional military image and maintain proper dress and appearance standards during the nomination period.

2.5.6. Submitting nomination packages to the 6 AMW/CCCE for the enlisted boards and to the 6th force Support Squadron (6 FSS) for the officer boards by the suspense date and signing the AF Form 1206, *Nomination for Award* ([Attachment 2](#)).

2.6. The awards board presidents are responsible for:

2.6.1. Completing final tabulations on the board president's score sheet ([Attachment 4](#)).

2.6.2. Acting as a voting member in the event of a tie.

2.6.3. Preparing and signing the board results letter and package. Ensuring board results letter and package are forwarded to 6 AMW/CCCE.

2.6.4. Briefing board members on their duties and responsibilities prior to the board convening.

2.6.5. Ensuring board members understand and know how to effectively score award packages.

2.6.6. Briefing board members on the confidentiality of the board proceeding and administering the confidentiality oath.

2.6.7. Assigning areas to the board members so they may ask fact-based opinionated questions as well as evaluate the appropriateness of the questions that each board member would like to ask.

2.6.8. Deciding if board will be face-to-face or a package review only (after consultation with 6 AMW/CCC) if two or more nominees are not available to attend.

2.7. Recognition board member is responsible for:

2.7.1. Arriving at the predetermined location and be prepared to conduct the board 15 minutes prior to the scheduled time in the correct board member uniform.

2.7.2. Ask fact-based opinionated questions from appropriate sources such as Air Force Pamphlet (AFPAM) 36-2241, *Professional Development Guide (PDG)*, Airman's Magazine, policy letters, and sources that provide current events. PDG questions will include history, customs and courtesies, leadership, dress and appearance, and current events.

2.7.3. Board members will complete the board member package score sheet ([Attachment 3](#)) prior to the board convening.

2.7.4. Board members will not discuss any part of the board process with anyone until the results are announced at the applicable Quarterly/Annual Awards Ceremony.

2.8. The Public Affairs Office (6 AMW/PA) is responsible for:

2.8.1. Publicizing the wing recognition program.

2.8.2. Providing a photographer for the Quarterly/Annual Awards Ceremony.

2.8.3. Assisting recipients with hometown news releases.

2.8.4. Publishing a photo and article of the quarterly/annual award winners in the base paper.

2.8.5. Providing other publicity as appropriate.

2.8.6. Providing 6 AMW/CCCE with photos of each quarterly/annual award winner to be displayed in the Wing Headquarters building.

2.9. 6 FSS:

2.9.1. The 6 FSS Commander (6 FSS/CC) is responsible for:

2.9.1.1. Overseeing the HG programs of the Quarter/Year.

2.9.1.2. Ensuring names of nominees and winners are forwarded to 6 AMW/CCCE for recognition ceremony and submission of annual awards. Note: AF Forms 1206 will not be required for quarterly packages but will be needed for annual awards.

2.9.2. The 6 FSS Commanders' Secretary (6 FSS/CCS) is responsible for:

2.9.2.1. Overseeing the civilian recognition program.

2.9.2.2. Consolidating and forwarding names of nominees and winners to 6 AMW/CCCE for recognition ceremony.

2.9.2.3. The board result letters for CGO and Civilian Category I-III, packages are forwarded to 6 AMW/CCC.

2.10. The Volunteer Agency will:

2.10.1. Nominate volunteers to compete at both the 6 AMW Volunteer/Volunteer Coordinator of the Quarter and Annual board.

2.11. The Volunteer Resource Manager (VRM) will:

2.11.1. Establish procedures to select quarterly and annual award winners.

2.11.2. With the approval of the Airman and Family Readiness Center (A&FRC) Chief, select and notify 3-5 board members to review nomination packages.

2.11.3. Coordinate with A&FRC Chief to establish board dates and suspense dates for nominations.

2.11.4. Coordinate with 6 AMW/CCCE on dates for all quarterly/annual awards functions and to arrange for awards presentations.

2.11.5. Notify the 6 AMW/PA of quarterly/annual award winners.

2.11.6. Arrange with 6 AMW/CCC or 6 AMW/CCCE for a memento for the quarterly/annual award winners.

2.12. A&FRC Chief will:

2.12.1. Ensure the Volunteer/Volunteer Coordinator of the Quarter/Annual programs are administered properly.

2.12.2. Notify 6 AMW/CCCE of the Volunteer/Volunteer Coordinator board's selection.

2.13. Units Submitting Nominees Will: Ensure all award packages are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

### 3. Military Annual Award Nominations

3.1. The winners of the wing annual enlisted boards (Amn, NCO, and SNCO) will compete for the —12 Outstanding Airmen of the Year Award. The winner of the wing annual CGO board will compete for the —AMC CGO of the Year Award.

3.2. Nomination packages for wing annual awards boards in all categories must include a base-level report of individual personnel (RIP) or non-Air Force equivalent product.

3.3. Nomination packages for the wing annual awards boards in the enlisted categories must meet the requirements for submission for the —12 Outstanding Airmen of the Year Award in accordance with AFI 36-2805, *Special Trophies and Awards*. Due to a short suspense, a complete electronic package including a cover letter, general information sheet, AF Form 1206 ([Attachment 2](#)), biography, RIP, physical training (PT) scores, statement of intent, and statement of release must be submitted for those members competing in the —12 Outstanding Airmen of the Year Award Program.

3.4. Nomination packages for the wing annual award board in the CGO category must meet the requirements for submission for the —AMC Outstanding CGO of the Year Award in accordance with AMCI 36-2808. A complete electronic package, including a cover letter,

AF Form 1206 ([Attachment 2](#)), biography ([Attachment 8](#)), RIP, and statement of intent must be submitted due to a short suspense.

3.5. There will be a wing First Sergeant of the Year Category. The wing winner will compete for the —USAF First Sergeant of the Year Award. First Sergeants (8F000) assigned to 6 AMW will compete through their respective chains of command.

#### **4. Amn, NCO, SNCO, and CGO of the Quarter and Annual Programs**

4.1. Applicability: All units administratively assigned to the 6 AMW may nominate an individual to compete.

4.2. Eligibility: Amn, NCOs, SNCOs, and CGOs are eligible to compete.

**Note:** Individuals should compete in the category in which they held the rank for the majority of the time frame (quarter/annual). For example, in the case of a senior airman (SrA) who is promoted to SSgt on 1 November (served 10 months as an Amn/two months as an NCO), it would be appropriate for them to compete in the Amn category for an annual award, but since they were an NCO for 2 of the 3 months in the quarter (served as a SrA during the month of October and a SSgt during the months of November and December), they should compete for the NCO of the Quarter award.

4.2.1. The Amn, NCOs, SNCOs, and CGOs selected for the 6 AMW quarterly awards are ineligible to compete for another 6 AMW quarterly award for the rest of the calendar year.

4.2.2. The Amn, NCOs, SNCOs, and CGOs who met a 6 AMW quarterly board, but did not win may compete in future quarters if nominated by his or her respective Group Commander.

4.2.3. Amn, NCOs, SNCOs, and CGOs with a current UIF, on the control roster, or with a score of less than 75 on their most recent fitness test are ineligible to compete for the quarterly awards.

#### **4.3. Nomination and Selection:**

4.3.1. The following number of nominees per category may be submitted for the 6 AMW Quarterly and Annual board: Headquarters, Director of Staff (6 AMW/DS) - 1; Group Commanders - 1 each.

4.3.2. The quarterly nomination consists of AF Form 1206 ([Attachment 2](#)). Quarterly packages will consist of no more than 10 lines (bullet format). The headings will not count as a line. The 10 lines will be distributed among the three categories to reflect the 5-3-2 format: Leadership and Job Performance in Primary Duties-5 bullets; Significant Self-Improvement-3 bullets; Base and Community Involvement-2 bullets. The yearly nomination will consist of AF Form 1206 ([Attachment 2](#)), with no more than 30 lines including the headings to reflect 17-5-5 format: Leadership and Job Performance-17 bullets, Significant Self-Improvement-5 bullets, and Base and Community Involvement-5 bullets. Enlisted nominations are due to 6 AMW/CCCE by 1200 on the day of the suspense set by 6 AMW/CCC.

4.3.3. Only information provided on AF Form 1206 ([Attachment 2](#)) will be used for the decision of the board members for the quarterly/annual awards. Nominations must



address only information for the quarter or year for which the individual is being nominated. All packages will be submitted electronically via email.

4.3.4. Winners will be selected based on order of merit of board members using Amn, NCO, SNCO ([Attachment 3](#)), and CGO quarterly/annual ([Attachment 7](#)) score sheets.

4.3.5. The Amn, NCO, SNCO, and CGO selected as the 6 AMW quarterly award winners are not automatically considered for the annual board. Group Commanders and 6 AMW/DS will convene their own boards to select wing annual award nominees. The winner of the 6 AMW Amn, NCO, SNCO, and CGO of the Year board will compete for AMC's yearly awards.

4.4. The Amn, NCO, and SNCO of the quarter/annual boards should consist of the following:

4.4.1. For quarterly awards: The board president for the Amn board will be a Staff Sergeant (SSgt) or Technical Sergeant (TSgt), for the NCO board a Master Sergeant (MSgt) or Senior Master Sergeant (SMSgt), and for the SNCO board a Chief Master Sergeant (CMSgt). The board president's scores will be used as a tie-breaker.

4.4.2. The Amn board will consist of the board president and five board members in the grades of Staff Sergeant (SSgt) and/or Technical Sergeant (TSgt). Each group commander as well as the Director of Staff will provide one board member. The group responsible for providing the board president for that specific quarter will provide two individuals; one president and one board member. There should be six members total sitting on the board.

4.4.3. The NCO board will consist of the board president (SMSgt) and five board members in the grades of MSgt or SMSgt. Each group commander as well as the Director of Staff will provide one member for the board. The group responsible for providing the board president for that specific quarter will provide two individuals; one president and one board member. There should be six members total sitting on the board.

4.4.4. The SNCO board will consist of the board president (CMSgt) and five CMSgts (a SMSgt may be used if a CMSgt is unavailable within a group). Each group commander as well as the Director of Staff will provide one member for the board. There should be six members total sitting on the board.

4.4.5. For annual awards: The 6 AMW/CCC will serve as the board president and the Group Superintendent or a Chief from each Group will serve as a board member.

4.4.6. The CGO and Civilian of the Quarter/Annual selection board will consist of the 6 AMW Director of Staff or Deputy and the group commander. If the group commander is unable to be on the board, they may choose to delegate it to another field grade officer within their group. CGO nomination packages are due to 6 FSS/CCS no later than 3 duty days prior to the wing board meeting.

4.5. The Amn, NCO, SNCO, and CGO of the Quarter boards will convene during the second week of the month following each calendar quarter, with the exception of the fourth quarter. Quarters will be divided as follows: first quarter, 1 January - 31 March; second quarter, 1 April - 30 June; third quarter, 1 July - 30 September; and fourth quarter, 1 October - 31 December. The Amn, NCO, SNCO, and CGO of the Year boards will convene during the

third week of January. The enlisted board date will be established by 6 AMW/CCC and the CGO board dates will be established by 6 FSS/CCS.

4.6. If an individual is selected as a 6 AMW annual winner and does not have the required retainability for AF-level competition, the first runner-up who meets the eligibility criteria will be forwarded for competition at Headquarters AMC.

## **5. First Sergeant of the Year Award.**

5.1. Eligibility: Nominees must possess the First Sergeant AFSC (8F000) and have performed duties as a First Sergeant for a minimum of six months.

5.1.1. Nominees must have unquestionably excelled in the performance of their duties and the conduct of their lives.

5.2. Packages will comply with higher headquarters and guidance for the USAF First Sergeant of the Year Award as outlined in AFI 36-2805.

5.2.1. The AF Form 1206 will not exceed more than 30 lines to include the headings for the First Sergeant of the Year Award.

5.2.2. Packages will be accepted electronically, consisting of the AF Form 1206 ([Attachment 2](#)), a one page single-spaced biography, and an electronic 8x10 photo in service dress.

5.2.3. Nomination packages are due to 6 AMW/CCC no later than 1200 hours on the predetermined date. Late packages will not be accepted.

5.3. Board Composition: The president will be 6 AMW/CCC. There will be four CMSgts (one from each group) as board members for a package only board.

5.4. Annual award winners in the First Sergeant category will compete as the 6 AMW nominees to 18 AF, HQ AMC, the —12 Outstanding Airmen of the Year, and USAF First Sergeant of the Year competition, respectively.

## **6. Board Scoring Procedures for Amn, NCOs, SNCOs, CGOs, and First Sergeants.**

6.1. All quarterly/annual military boards will score the AF Form 1206 ([Attachment 2](#)) in the same manner using the following procedures:

6.1.1. Narrative headings include: Leadership and Job Performance, Significant Self-Improvement, and Base or Community Involvement. Points will be distributed between headings as follow: Leadership and Job Performance— 0-5 pts for quarterly awards boards and 0-17 pts for annual awards boards; Significant Self-Improvement — 0-3 pts for quarterly awards boards and 0-5 pts for annual awards boards; Base or Community Involvement—0-2 pts for quarterly awards boards 0-5 pts for annual awards boards.

6.1.2. CGO and Civilian packages do not have points, but are ranked 1-5 with number 1 being the best package.

6.1.3. Quarterly/annual board members will use the score sheets ([Attachment 3](#) and [Attachment 7](#)) to assign a total score. If a board member(s) get the same total score for two different nominees, the board member will review the scores on each nominee and break any ties on their individual scoring sheet. After board members have assigned their

total scores, each board member will rank order each candidate with number 1 being the top candidate using their score sheets.

6.1.4. The board president (6 FSS/CCS for Civilian and CGO categories) will consolidate, transcribe, and add up the total scores on the tally sheet. Variances of more than one whole point will be discussed. The nominee with the lowest ordinal score (rank order) will be selected as the board's recommendation.

6.1.5. For package review only boards, the scores will consist of the three narrative headings: Leadership and Job Performance (0-17 points), Significant Self-Improvement (0-6 points), and Base or Community Involvement (0-6 points) on the AF Form 1206 ([Attachment 2](#)).

**Note:** In records only boards, average scores are not used.

6.1.6. The board president's score will be used to resolve a tie score.

6.1.7. For those annual award packages meeting the AF —12 Outstanding Airmen of the Year process, they must be consistent with current —12 Outstanding Airmen of the Year guidelines. The maximum number of lines will be consistent with current —12 Outstanding Airmen of the Year guidelines.

6.1.8. Quarterly award packages will contain a maximum of 10 lines, not to include the three narrative headings. Also, the number of lines within each heading will follow the 5-3-2 format as stated above.

## **7. Civilian of the Quarter and Annual Programs**

7.1. Eligibility: All permanent civilian employees (appropriated and NAF) assigned for at least three months to the 6 AMW are eligible to compete.

7.1.1. Employees selected for a quarterly award will be ineligible to compete for the remainder of the calendar year. Employees who were nominated but not selected are eligible to compete for the remainder of the calendar year.

7.1.2. Employees selected as quarterly award winners will not be automatically considered their squadron's nominee for the annual award. Only one nomination will be accepted per group and one from the Wing Staff for the annual awards.

7.1.3. Employees must perform in an exemplary manner in their primary duties. Performance under consideration may include notable accomplishments in areas other than primary duties.

### **7.2. Nomination and Selection**

7.2.1. Each group commander and 6 AMW/DS may nominate one civilian employee in each category for consideration for the Civilian of the Quarter/Year. Nominations for quarterly awards must cover the employee's achievements for the quarter immediately preceding the recommendation. Nominations for annual awards must cover the employee's achievements for the full calendar year immediately preceding the recommendation. The 6 FSS/CC must receive the original nomination, endorsed by the squadron commander, no later than seven days prior to the wing board meeting. Board dates are announced by 6 FSS/CC approximately 30 days prior to the board meeting.

7.2.2. Nominations for annual awards are not limited to quarterly winners. Any employee whose performance merits such recognition may be nominated to represent his or her squadron or group, provided the individual was a 6 AMW employee for the entire calendar year covered by the nomination.

7.2.3. Nominations for quarterly awards are submitted using AF Form 1206 ([Attachment 2](#)) and will include the mandatory narrative categories which are Leadership and Job Performance and Other Significant Accomplishments/Community Efforts. Job description should be limited to 6 lines. Quarterly packages will consist of no more than 10 lines (bullet format). The narrative headings will not count as a line and the 10 bullets will be distributed as follow: Leadership and Job Performance--6 bullets; Other Significant Accomplishments/Community Efforts--4 bullets

7.2.4. Nominations for annual awards are submitted using AF Form 1206 ([Attachment 2](#)), front side only. Do not exceed a total of 30 lines (including headings); however, the job description category is not included in these 30 lines.

7.2.5. The CGO and Civilian Quarter/Annual selection board will consist of the DS or Deputy and the group commander. If the group commander is unable to be on the board then they may choose to delegate it to another field grade officer in their group. Wing boards convene during the second week of the month following the calendar quarter. Quarters will be divided as follows: first quarter, 1 January – 31 March; second quarter, 1 April – 30 June; third quarter, 1 July – 30 September; and fourth quarter, 1 October – 31 December. The annual board date will convene during the third week in January. Board members will select a winner based strictly on the information contained in the nominations.

7.2.6. Only information provided on AF Form 1206 ([Attachment 2](#)) will be used for the decision of the board members for the quarterly and yearly awards. Nominations must address only information for the quarter and year for which the individual is being nominated.

7.2.7. Winners will be selected based on the board members score using civilian quarterly/annual score sheets ([Attachment 9](#)). Each package will be based on a rank order system (one through five, with number one being the best package), no ties. Board member must ensure to sign all four score sheets for validation.

7.3. The Civilian Categories I-III of the Year will compete at the AMC board.

7.4. Recognition and Publicity.

7.4.1. Recognition of quarterly/annual award winners will take place at an appropriate ceremony that will coincide with the military quarterly/annual awards recognition program.

7.4.2. Quarterly award winners will receive a letter signed by 6 AMW/CC, an engraved memento, and will have the option of either a \$250 Notable Achievement Award or a Two-Day Time-Off Incentive Award. The 6th Force Support Squadron (6 FSS) will fund any awards received by 6 FSS NAF employees.

7.4.3. Annual award winners will receive a certificate of achievement signed by 6 AMW/CC, an engraved memento, and will have the option of either a \$375 Notable Achievement Award or a Three-Day Time-Off Incentive Award.

7.4.4. Names of winners will be published in a joint military/civilian release in the Base Thunderbolt Newspaper.

## **8. Volunteer/Volunteer Coordinator of the Quarter and the Year**

8.1. Eligibility: All organizations enrolled in the MacDill Volunteer Program at MacDill AFB. Active duty members, federal civilians, military and federal retirees, and family members who volunteer at MacDill AFB are eligible to compete.

8.1.1. Volunteers/volunteer coordinators previously selected for a quarterly volunteer award within that year are ineligible to compete for another 6 AMW quarterly volunteer award for the rest of the calendar year.

8.1.2. A volunteer who was nominated but did not win may compete in future quarters if nominated by their respective organization.

8.2. Volunteer Coordinator of the Quarter/Year.

8.2.1. Eligibility: Volunteer coordinators must manage other volunteers, programs, or resources.

8.3. Organizations enrolled in the Volunteer Program may submit one nominee per category for the 6 AMW Quarterly/Annual board.

8.3.1. The Volunteer/Volunteer Coordinator selected as 6 AMW quarterly winners are not automatically considered for the annual selection board.

8.4. Nomination Process:

8.4.1. For Volunteer of the Quarter nominations, complete MACDILLAFB Form 31, *Volunteer of the Quarter* ([Attachment 10](#)). For Volunteer of the Year nominations, complete MACDILLAFB Form 32, *Volunteer of the Year* ([Attachment 11](#)).

8.4.2. For Volunteer Coordinator of the Quarter nominations, complete MACDILLAFB Form 33, *Volunteer Coordinator of the Quarter* ([Attachment 12](#)). For Volunteer Coordinator of the Year nominations, complete MACDILLAFB Form 34, *Volunteer Coordinator of the Year* ([Attachment 13](#)).

8.4.3. Nominations for both volunteer/volunteer coordinator of the quarter/annual boards are due to the A&FRC no later than three duty days prior to the volunteer selection board meeting.

**Note:** Nominations must address only information for the quarter/year for which the individual is being nominated.

8.4.4. The VRM will establish the board date based on the Wing's existing annual awards schedule. The board will either physically convene or will be provided with the nomination award forms and scoring sheets. The board will consist of the spouse of the 6 AMW/CC or 6 AMW/CCC. If one of the spouses is not available, an appropriate substitute will be chosen by the A&FRC Chief. The board will also have one officer, one

senior enlisted member, and one federal civilian. The facilitator and board recorder for each category will be the VRM.

8.5. Volunteer/Volunteer Coordinator board scoring and selection procedures:

8.5.1. Winners will be selected based on average score of board members using appropriate volunteer score sheets (**Attachments 14-17**).

8.5.2. Only information provided on MACDILLAFB Forms 31-34 (**Attachments 10-13**) will be used as justification for the decisions of the board members for the respective quarterly/annual awards.

8.6. Quarterly/annual nomination procedures.

8.6.1. Each approved volunteer agency may submit one nomination for each category per quarter or year.

8.6.2. Submit quarterly nominations on MACDILLAFB Forms 31 and 33 and annual nominations on MACDILLAFB Forms 32 and 34 (**Attachment 10-13**) with all mandatory subtitles included.

8.6.3. Quarterly nominations will be based on facts and achievements occurring/concluding during the applicable quarter and will not exceed 12 lines of accomplishments that may be distributed among the categories as the author sees fit.

8.6.4. Annual nominations will be based on facts and achievements occurring/concluding during the established calendar year and are limited to 28 lines of accomplishments that may be distributed among the categories as the author sees fit.

8.6.4.1. The nomination will consist of a narrative describing the nominee's volunteer community service. The package should emphasize the benefits realized by the volunteer service and include qualifying factors.

8.6.4.2. Nominations are due to 6 FSS/FSFR no later than 1200 hours on the suspense date. Late submissions will not be accepted unless approved by A&FRC Chief.

DANIEL H. TULLEY, Colonel, USAF  
Commander, 6th Air Mobility Wing

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 12 Jan 2015

AFI 36-2805, *Special Trophies and Awards*, 14 Mar 2013

AFI 36-2905, *Fitness Program*, 21 Oct 2013

AFMAN 33-363, *Management of Records*, 1 Mar 2008

AFPAM 36-2241, *Professional Development Guide*, 1 Oct 2013

AFPD 36-28, *Awards and Decorations Programs*, 9 May 2014

AMCI 36-2808, *Air Mobility Command Distinguished Personnel Awards Program*, 4 Nov 2010

E.O. 9397 (SSN)

***Prescribed Forms***

MACDILLAFB Form 31, *Volunteer of the Quarter Nomination*

MACDILLAFB Form 32, *Volunteer of the Year Nomination*

MACDILLAFB Form 33, *Volunteer Coordinator of the Quarter Nomination*

MACDILLAFB Form 34, *Volunteer Coordinator of the Year Nomination Forms Adopted*

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

AF Form 1206, *Nomination for Award*

***Abbreviations and Acronyms***

**6 AMW**—6th Air Mobility Wing

**6 FSS**—6th Force Support Squadron

**18 AF**—18th Air Force

**A&FRC**—Airman and Family Readiness Center

**AFB**—Air Force Base

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFPAM**—Air Force Pamphlet

**AFRIMS**—Air Force Records Information Management System

**AFSC**—Air Force Specialty Code

**AMC**—Air Mobility Command

**AMCI**—Air Mobility Command Instruction

**AMN**—Airman  
**CCC**—Command Chief  
**CCCE**—Command Chief Assistant  
**CC**—Commander  
**CCS**—Commanders' Secretary  
**CCE**—Commanders' Executive Officer  
**CGO**—Company Grade Officer  
**CMSGT**—Chief Master Sergeant  
**CV**—Vice Commander  
**DPC**—Civilian Personnel Office  
**DS**—Director of Staff  
**HG**—Honor Guard  
**HQ**—Headquarters  
**MACDILLAFB**—MacDill Air Force Base  
**MACVIP**—MacDill Very Important People  
**MSGT**—Master Sergeant  
**NAF**—Nonappropriated Fund  
**NCO**—Noncommissioned Officer  
**OPR**—Office of Primary Responsibility  
**PA**—Public Affairs  
**PDG**—Professional Development Guide  
**PT**—Physical Training  
**RDS**—Records Disposition Schedule  
**RIP**—Record of Individual Personnel  
**SMSGT**—Senior Master Sergeant  
**SNCO**—Senior Noncommissioned Officer  
**SRA**—Senior Airman  
**SSGT**—Staff Sergeant  
**TDY**—Temporary Duty  
**TSGT**—Technical Sergeant  
**UIF**—Unfavorable Information File  
**VRM**—Volunteer Resource Manager



## Attachment 2

## SAMPLE AF FORM 1206

NOMINATION FOR AWARD		
AWARD	CATEGORY (If Applicable)	AWARD PERIOD
Nominee Rank/Name and Qtr/Year being nominated for		Amn/NCO/SNCO etc. Specify Qtr/Year of Award
RANK/NAME OF NOMINEE (First, Middle Initial, Last)		MAJCOM, FDA, OR DRU
SrA/SSgt/MSgt/Lt/First Sergeant/Civ Cat I-III John Doe		AMC
DAFSCOUTY TITLE	NOMINEE'S TELEPHONE (DSN & Commercial)	
0X000/XXXXXXXXXXXXXX	DSN: 968-0000; COMM: (813) 828-0000	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE		
6 MSS/DPM/ 8011 Tampa Point Blvd, MacDill AFB/FL/33621		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial)		
Lt Col Jane C. Doe/DSN: 968-0000; COMM: (813) 828-0000		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, 500x750mm)		
<p><b>MANDATORY CATEGORIES FOR AMN/NCO/SNCO/FIRST SERGEANT/CGO:</b></p> <p>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTIES</p> <p>SIGNIFICANT SELF-IMPROVEMENT</p> <p>BASE AND COMMUNITY INVOLVEMENT</p>		
<p><b>MANDATORY CATEGORIES FOR CIVILIAN CATEGORY I, II AND III:</b></p> <p>LEADERSHIP AND JOB PERFORMANCE:</p> <p>OTHER SIGNIFICANT ACCOMPLISHMENTS/COMMUNITY EFFORTS:</p>		
<p>Written in bullet format:</p> <p>Amn/NCO/SNCO/CGO/Civ Cat I-III Quarterly Awards: All quarterly nominations will consist of 10 lines not including the three mandatory headings. The 10 lines will be distributed among the three categories to reflect the 5-3-2 format.</p> <p>Amn/NCO/SNCO/CGO/First Sergeant/Civ Cat I-III Annual Awards: The yearly nomination will not exceed more than 30 lines including the headings. The bullets will be disbursed among the three categories to reflect the 17-5-5 format.</p> <p>***Note-Civ Cat I-III Job Description category is not included within these 30 lines.***</p>		

## Attachment 3

## 6 AMW AWARDS

**BOARD MEMBER QUARTERLY/ANNUAL PACKAGE SCORE SHEET**  
**AMN/NCO/SNCO/First Sergeant**
**BOARD MEMBER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Nominee Rank/Name	Leadership and Job Performance in Primary Duties  (Q) 0-5 pts (A) 0-17 pts	Significant Self Improvement  (Q) 0-3 pts (A) 0-5 pts	Base and Community Involvement  (Q) 0-2 pts (A) 0-5 pts	Total Package Scores  (Q) 0-10 pts (A) 0-27 pts	Interview Board Score  (Q) N/A (A) 0-10 pts	TOTAL SCORE  (Q) 0-10 pts (A) 0-37 pts	RANK ORDER

**INTERVIEW BOARD SCORE SHEET (QUARTERLY/ANNUAL)**

Nominee Rank/Name	Question #1  2 pts	Question #2  2 pts	Interview/Board Presentation  6 pts	TOTAL SCORE

**NOTES:**


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## Attachment 4

## 6 AMW AWARDS BOARD PRESIDENT'S MASTER SCORE SHEET

*Oath: "I solemnly affirm that I will perform the duties imposed upon me without prejudice or partiality, having in view both the special qualities of all of the nominees and the efficiency of the United States Air Force."*

*"I will hold as sacred the confidentiality of my results, shared with none, until formal public announcement is made vested authority."*

*I certify that this master score sheet accurately reflects a compilation of the total scores provided by all board members as is accurate and complete to the best of my knowledge. I understand it is my responsibility to return this master score sheet and the score sheets from all board members to the 6 AMW/CCCE.*

## BOARD PRESIDENTS' SIGNATURE

## DATE

Nominees Last Name	Board Mbr Name Ranking	Board Mbr Name Ranking	Board Mbr Name Ranking	Board Mbr Name Ranking	Board Mbr Name Ranking	Board Pres Name Ranking (Tie Only)	Rank Order Score

**NOTE:** The board president will use this form to consolidate scores recorded by each of the board members on each of the nominees. Board presidents do not enter their scores unless a tie for the winner occurs. The nominee with the **lowest total rank score** is the winner.

*I certify that this master score sheet accurately reflects the total scores that were provided by me and is accurate and complete to the best of my knowledge.*

Board Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Board Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Board Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Board Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Board Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Attachment 5

## QUARTERLY/ANNUAL AWARDS BOARD FEEDBACK SHEET

<b>Nominee's Grade/Name</b>		<b>Date</b>
<b>DRESS &amp; APPEARANCE</b>		
	Uniform (Does the Airmen truly exceed the standard?)	
	Uniform fits correctly	
	Clean and crisply pressed	
	Ribbons/Devices are clean	
	Stripes are sewn on straight	
	U.S. insignia/badges are aligned correctly and polished	
	Correct pant/skirt length	
	Blouse and pant/skirt material matches	
	Tie/Tab is straight and centered	
	Buttons are buttoned	
	Material in pockets	
	Shined shoes with heels and soles blackened	
	Hair is within standard	
	Correct number of rings (no more than 3)	
	Correct type and number of earrings	
<b>MILITARY BEARING</b>		
	Reporting statement	
	Use of appropriate titles (sir/ma'am)	
	Correct posture (sitting at attention)	
<b>COMMUNICATION SKILLS</b>		
	Clear pronunciations	
	Choice of words	
	Organized thoughts	
	Smooth articulation	
	Eye contact	
	Listening	
	Use of gestures	
<b>QUESTIONS</b>		
	Ability to organize responses	
	Knowledge of subject	
	Conciseness of answer	
	Have a definite opinion for opinioned questions	
<b>Additional Notes:</b>		

## Attachment 6

**SAMPLE GENERAL INFORMATION SHEET FOR 12 OUTSTANDING AIRMEN OF  
THE YEAR PROGRAM**

<b>Name of Award:</b>	12 Outstanding Airmen of the Year
<b>From:</b>	Air Mobility Command
<b>Inclusive Dates of Achievement:</b>	1 Jan 2015 – 31 Dec 2015
<b>Nominee:</b>	John Q. Doe
<b>Grade:</b>	Senior Airman
<b>Category of Competition:</b>	Airmen
<b>SSAN</b>	123-45-6789
<b>Present Organization and Duty Station:</b>	6th Force Support Squadron 8011 Tampa Point Blvd MacDill AFB, FL 33621-5321
<b>Projected Assignment and Reporting Date:</b>	None
<b>Nominated for:</b> “12 Outstanding Airmen of the Year” for excellent performance, outstanding professional skill, knowledge, and leadership as a personnel specialist in support of the Career Enhancement Section of the Military Personnel Flight, 6th Mission Support Squadron. Member has not had an UIF during the period for which this nomination is being submitted.	
<b>Note:</b> Left margin must be 1 inch. “Nominated for” portion is single-spaced. Double space between all other headings.	

**The information herein is FOR OFFICIAL USE ONLY (FOUO) information which must be protected under the Freedom of Information Act (5 U.S.C 552) and/or the Privacy Act of 1974 (5 U.S.C. 552a). Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in disciplinary action, criminal and/or civil penalties.**

## Attachment 7

## CGO QUARTERLY/ANNUAL AWARDS SCORE SHEET

	Nominee (MSG)	Nominee (MXG)	Nominee (OC)	Nominee (MDG)	Nominee (AMW)		
<b>Nomination</b>							
<b>Maximum Points</b>							
Leadership/Job Performance							
Significant Self-Improvement							
Base/Community Involvement							
<b>Rankings</b>							
<b>Notes</b>							
Leadership/Job Performance							
Significant Self-Improvement							
Community Involvement							
<b>SIGNATURE</b>							

**Attachment 8****SAMPLE, CGO OF THE YEAR BIOGRAPHY****SECOND LIEUTENANT JANE T. DOE****AFSC: 34M, Food Service Officer**

Second Lieutenant Jane T. Doe is a Food Service Officer for the 6th Force Support Squadron stationed at MacDill Air Force Base, Florida. She holds the position of Chief, Plans and Force Support Management. She deployed to Aviano Air Base to support North Atlantic Treaty Organization (NATO) Operations JOINT FORCE SUPPORT and ALLIED FORCE SUPPORT and was charged with bringing on-line the newest United States Air Forces in Europe (USAFE) contingency dormitory. She is currently responsible for 26 military and 30 mess attendant contract employees working in the Diner's Reef dining facility and the newly opened flight kitchen.

Lieutenant Doe was born in Dallas, Texas in 1966. She graduated from high school in 1984 in Anchorage, Alaska. One year after graduation, she enlisted in the United States Army. She served four years active duty as a Czech Linguist Interrogator, then went in the United States Army Reserves for six years. In 1993, she graduated from Baylor University with a Bachelor's Degree in Sociology. She entered into Officer Training School in November 1995 and was commissioned in March 1996.

Upon commissioning, she was assigned to the 27th Force Support Squadron at Cannon Air Force Support Base as the Chief, Plans and Force Support Management. Within one year, she deployed to Oman to support Operation ACCURATE TEST as the Chief of Force Support and led a 20-person team. After she returned, she held the Food Service Officer position, then deployed to Kuwait to support Operation DESERT THUNDER as Deputy Chief of Force Support, leading a 46-person team from two bases.

Her awards include Meritorious Service Medal, the Air Force Support Achievement Medal with two oak leaf clusters, the Air Force Support Outstanding Unit Award, the NATO Medal, the Armed Force Supports Expeditionary Medal, the Army Good Conduct Medal, and the Army Achievement Medal.

## Attachment 9

## CIVILIAN QUARTERLY/ANNUAL AWARDS SCORE SHEET (CAT I, II, III)

	Nominee (MSG)	Nominee (MSG)	Nominee (OC)	Nominee (MDG)	Nominee (AMW)		
<b>Nomination</b>							
<b>Maximum Points</b>							
Leadership/Job Performance							
Significant Self-Improvement							
Base/Community Involvement							
<b>Rankings</b>							
<b>Notes</b>							
Leadership/Job Performance							
Significant Self-Improvement							
Community Involvement							
<b>SIGNATURE</b>							



## Attachment 10

## SAMPLE, MACDILL AFB FORM 31

VOLUNTEER OF THE QUARTER NOMINATION	
QUARTER: <u>i.e. 1st/2nd/3rd/4th</u>	
<div>This application is necessary for processing all nominations as fairly as possible. Any other format used will not be considered and will be returned. <u>PLEASE TYPE OR PRINT LEGIBLY, USING BULLET STATEMENTS ONLY. LIST ALL INFORMATION ON THIS FORM. ATTACHMENTS WILL NOT BE ACCEPTED.</u></div>	
VOLUNTEER'S NAME: Nominee Name	AGENCY <u>e.g. Health &amp; Wellness Ctr</u>
POC: <u>Nominator Name (i.e. Submitted By below)</u>	PHONE: <u>(813)828-0000</u>
Status (Select One): <input type="radio"/> A.D. <input type="radio"/> A.D. Dependent <input type="radio"/> Retired <input type="radio"/> Retired Dependent <input type="radio"/> Civilian <input type="radio"/> Widow/Widower	
JOB DESCRIPTION: ***In Bullet Format	
1. PERSONAL ATTRIBUTES THAT ENHANCE THE CUSTOMER-ORIENTED QUALITY IMPROVEMENT EMPHASIS AT MACDILL: **Quarterly nominations will be based on facts and achievements occurring/concluding during the applicable quarter and will not exceed 12 lines of accomplishments that may be distributed among the categories as the author sees fit.  ***All categories will be in bullet format.	
2. CONTRIBUTIONS/RECOGNITIONS THIS QUARTER:	
3. IMPACT ON MISSION OF YOU AGENCY/BASE:	
SUBMITTED BY: POC/Nominator Digitally Signs	

# SAMPLE MACDILL AFB FORM 32

VOLUNTEER OF THE YEAR NOMINATION	
<b>YEAR:</b> <u>                    e.g. 2015                    </u>	
<div style="border: 1px solid black; padding: 5px;">           This application is necessary for processing all nominations as fairly as possible. Any other format used will not be considered and will be returned. <u>PLEASE TYPE OR PRINT LEGIBLY, USING BULLET STATEMENTS ONLY. LIST ALL INFORMATION ON THIS FORM. ATTACHMENTS WILL NOT BE ACCEPTED.</u> </div>	
<b>VOLUNTEER'S NAME:</b> <u>Nominee Name</u> <b>AGENCY</b> <u>e.g. Health &amp; Wellness Ctr</u>	
<b>POC:</b> <u>Nominator Name (i.e. Submitted By below)</u> <b>PHONE:</b> <u>(813)828-0000</u>	
<b>Status (Select One):</b> <input type="radio"/> A.D. <input type="radio"/> A.D. Dependent <input type="radio"/> Retired <input type="radio"/> Retired Dependent <input type="radio"/> Civilian <input type="radio"/> Widow/Widower	
<b>JOB DESCRIPTION:</b> <b>***In Bullet Format</b>	
<b>1. PERSONAL ATTRIBUTES THAT ENHANCE THE CUSTOMER-ORIENTED QUALITY IMPROVEMENT EMPHASIS AT MACDILL:</b> <b>**Annual nominations will be based on facts and achievements occurring/concluding during the entire calendar year (1 Jan - 31 Dec) and are limited to 28 lines of accomplishments that may be distributed among the categories as the author sees fit.</b>  <b>***All categories will be in bullet format.</b>	
<b>2. CONTRIBUTIONS THIS YEAR:</b>	
<b>3. RECOGNITIONS THIS YEAR:</b>	
<b>4. IMPACT ON MISSION OF YOU AGENCY/BASE:</b>	
<b>SUBMITTED BY: POC/Nominator Digitally Signs</b>	

## Attachment 12

## SAMPLE MACDILL AFB FORM 33

VOLUNTEER COORDINATOR OF THE QUARTER NOMINATION	
QUARTER: <u>i.e. 1st/2nd/3rd/4th</u>	
<div style="border: 1px solid black; padding: 5px;">This application is necessary for processing all nominations as fairly as possible. Any other format used will not be considered and will be returned. <u>PLEASE TYPE OR PRINT LEGIBLY, USING BULLET STATEMENTS ONLY. LIST ALL INFORMATION ON THIS FORM. ATTACHMENTS WILL NOT BE ACCEPTED.</u></div>	
VOLUNTEER'S NAME: Nominee Name	AGENCY <u>e.g. Health &amp; Wellness Ctr</u>
POC: <u>Nominator Name (i.e. Submitted By below)</u>	PHONE: <u>(813)828-0000</u>
Status (Select One): <input type="radio"/> A.D. <input type="radio"/> A.D. Dependent <input type="radio"/> Retired <input type="radio"/> Retired Dependent <input type="radio"/> Civilian <input type="radio"/> Widow/Widower	
Does this volunteer manage ( <i>Check all that apply</i> ) <input type="checkbox"/> (1) other volunteers <input type="checkbox"/> (2) resource(s) <input type="checkbox"/> (3) a specific program	
JOB DESCRIPTION: ***In Bullet Format	
1. PERSONAL ATTRIBUTES THAT ENHANCE THE CUSTOMER-ORIENTED QUALITY IMPROVEMENT EMPHASIS AT MACDILL: **Quarterly nominations will be based on facts and achievements occurring/concluding during the applicable quarter and will not exceed 12 lines of accomplishments that may be distributed among the categories as the author sees fit.  ***All categories will be in bullet format.	
2. CONTRIBUTIONS/RECOGNITIONS THIS QUARTER:	
3. IMPACT ON MISSION OF YOU AGENCY/BASE:	
SUBMITTED BY: POC/Nominator Digitally Signs	

## Attachment 13

## SAMPLE MACDILL AFB FORM 34

VOLUNTEER COORDINATOR OF THE YEAR NOMINATION	
YEAR: <u>          e.g. 2015          </u>	
<div style="border: 1px solid black; padding: 5px;">           This application is necessary for processing all nominations as fairly as possible. Any other format used will not be considered and will be returned. <u>PLEASE TYPE OR PRINT LEGIBLY, USING BULLET STATEMENTS ONLY. LIST ALL INFORMATION ON THIS FORM. ATTACHMENTS WILL NOT BE ACCEPTED.</u> </div>	
VOLUNTEER'S NAME: Nominee Name	AGENCY <u>          e.g. Health &amp; Wellness Ctr          </u>
POC: <u>          Nominator Name (i.e. Submitted By below)          </u>	PHONE: <u>          (813)828-0000          </u>
Status (Select One): <input type="radio"/> A.D. <input type="radio"/> A.D. Dependent <input type="radio"/> Retired <input type="radio"/> Retired Dependent <input type="radio"/> Civilian <input type="radio"/> Widow/Widower	
Does this volunteer manage ( <i>Check all that apply</i> ) <input type="checkbox"/> (1) other volunteers <input type="checkbox"/> (2) resource(s) <input type="checkbox"/> (3) a specific program	
JOB DESCRIPTION: ***In Bullet Format          	
1. PERSONAL ATTRIBUTES THAT ENHANCE THE CUSTOMER-ORIENTED QUALITY IMPROVEMENT EMPHASIS AT MACDILL: **Annual nominations will be based on facts and achievements occurring/concluding during the entire calendar year (1 Jan - 31 Dec) and are limited to 28 lines of accomplishments that may be distributed among the categories as the author sees fit.  ***All categories will be in bullet format.	
2. CONTRIBUTIONS THIS YEAR:	
3. RECOGNITIONS THIS YEAR:	
4. IMPACT ON MISSION OF YOU AGENCY/BASE:	
SUBMITTED BY: POC/Nominator Digitally Signs	

## Attachment 14

## SCORE SHEET FOR MACVIP VOLUNTEER OF THE QUARTER

VOLUNTEER'S NAME \_\_\_\_\_

SELECTION BOARD MEMBER \_\_\_\_\_

Scale is based on – 1 (being the lowest) to 5 (being the highest)

**NOTE:** .5 rating (i.e. 2.5, 4.5, etc.) is not allowed**I. PERSONAL ATTRIBUTES** 1 2 3 4 5

Consider unique qualities, interaction with other volunteers, rapport with customers and/or paid staff.

**II. CONTRIBUTIONS/RECOGNITIONS THIS QUARTER** 1 2 3 4 5Consider significant contributions provided to agency/base from this quarterly only!**III. IMPACT ON MISSION OF AGENCY/BASE** 1 2 3 4 5

Consider volunteer's impact on agency and/or the base population.

TOTAL SCORE \_\_\_\_\_

## Attachment 15

## SCORE SHEET FOR MACVIP VOLUNTEER OF THE YEAR

YEAR \_\_\_\_\_

VOLUNTEER'S NAME \_\_\_\_\_

SELECTION BOARD MEMBER \_\_\_\_\_

Scale is based on – 1 (being the lowest) to 5 (being the highest)

**NOTE:** .5 rating (i.e. 2.5, 4.5, etc.) is not allowed**I. PERSONAL ATTRIBUTES** 1 2 3 4 5

Consider unique qualities, interaction with other volunteers, rapport with customers and/or paid staff.

**II. CONTRIBUTIONS THIS YEAR** 1 2 3 4 5Consider significant contributions provided to agency/base from 1 April – 31 March only!**III. RECOGNITIONS THIS YEAR** 1 2 3 4 5

Consider recognitions achieved, i.e., Volunteer of the Quarter, Volunteer of the Quarter nominee, letters of appreciation, volunteer service awards from other agencies, etc.

**IV. IMPACT ON MISSION OF AGENCY/BASE** 1 2 3 4 5

Consider volunteer's impact on agency and/or the base population.

TOTAL SCORE \_\_\_\_\_

**Attachment 16****SCORE SHEET FOR MACVIP VOLUNTEER COORDINATOR OF THE QUARTER****VOLUNTEER'S NAME** \_\_\_\_\_**SELECTION BOARD MEMBER** \_\_\_\_\_

Scale is based on – 1 (being the lowest) to 5 (being the highest)

**NOTE:** .5 rating (i.e. 2.5, 4.5, etc.) is not allowed**I. PERSONAL ATTRIBUTES** 1 2 3 4 5

Consider unique qualities, interaction with other volunteers, rapport with customers and/or paid staff.

**II. CONTRIBUTIONS/RECOGNITIONS THIS QUARTER** 1 2 3 4 5

Consider significant contributions provided to agency/base from this quarterly only!

**III. IMPACT ON MISSION OF AGENCY/BASE** 1 2 3 4 5

Consider volunteer's impact on agency and/or the base population.

**TOTAL SCORE** \_\_\_\_\_

## Attachment 17

## SCORE SHEET FOR MACVIP VOLUNTEER COORDINATOR OF THE YEAR

YEAR \_\_\_\_\_

VOLUNTEER'S NAME \_\_\_\_\_

SELECTION BOARD MEMBER \_\_\_\_\_

Scale is based on – 1 (being the lowest) to 5 (being the highest)

**NOTE:** .5 rating (i.e. 2.5, 4.5, etc.) is not allowed**I. PERSONAL ATTRIBUTES** 1 2 3 4 5

Consider unique qualities, interaction with other volunteers, rapport with customers and/or paid staff.

**II. CONTRIBUTIONS THIS YEAR** 1 2 3 4 5Consider significant contributions provided to agency/base from 1 April – 31 March only!**III. RECOGNITIONS THIS YEAR** 1 2 3 4 5

Consider recognitions achieved, i.e., Volunteer of the Quarter, Volunteer of the Quarter nominee, letters of appreciation, volunteer service awards from other agencies, etc.

**IV. IMPACT ON MISSION OF AGENCY/BASE** 1 2 3 4 5

Consider volunteer's impact on agency and/or the base population.

TOTAL SCORE \_\_\_\_\_